

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

[G.O. Ms. No. 50/2011-DP&AR, dated 5th August 2011]

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, read with the Notification No.F.5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the notification issued in G.O. Ms. No. 96/2005-DP&AR, dated 15th December 2005 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry published in the Supplement to the Gazette No. 52 of the 27th December 2005 and notification issued in G. O. Ms. No. 33/2008-DP&AR, dated the 7th May 2008 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry published in the Supplement to the Gazette No. 23 of the 3rd June 2008, save as respects things done or omitted to be done before such supersession and in pursuance of the orders issued in G.O. Ms. No. 11/DP&AR(PW)/SS-II(1), dated 1st March 2011 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade-II in the Government of Puducherry, namely :—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry (Stenographer Grade-II) Recruitment Rules, 2011.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and scale of pay.*— The number of the said post, its classification and Pay Band and Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxation in upper age limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-II

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| 1. Name of the post | : Stenographer Grade-II |
| 2. Number of posts | : 91 (Ninety-one) [2011] Subject to variation dependent on work-load. |
| 3. Classification | : General Central Services–Group 'C' Non-Gazetted–Ministerial. |
| 4. Pay Band and Grade Pay/ Pay Scale | : Pay Band 1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400 |
| 5. Whether selection post or non-selection post | : Not applicable |
| 6. Age limit for direct recruits | : Between 18 and 32 years of age (Relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made). |
- Note:* (1) In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications.
- (2) In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
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| 7. Educational and other qualifications required for direct recruits. | : (i) A pass in H.S.C. (12th class) or equivalent from a recognised Board or University.
(ii) A pass in Stenography in English in Lower Grade;
(iii) A pass in Typewriting in Tamil or Malayalam or Telugu in Lower Grade; and
(iv) A pass in Typewriting in English in Higher Grade. |
| 8. Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : Not applicable |
| 9. Period of probation, if any | : Two years |

Note: The direct recruits shall have to pass the following Departmental tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry within the period of probation:

- (i) Accounts Test for Subordinate Officers;
 - (ii) Common General Departmental Test for Ministerial Staff; and
 - (iii) Office Automation conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : Direct recruitment through competitive examination conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, comprising the following tests:
- (a) Skill Test norms:
 - (i) Dictation: 10 minutes at 80 words per minute;
 - (ii) Transcription : 50 minutes (English) (On Computer).
 - (b) Typewriting Test in the respective regional language at 30 words per minute (On Computer).
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/ absorption, is to be made. : Not applicable
12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Recruitment Committee/Departmental Promotion Committee (for confirmation) for Group 'C' posts consisting of :—*
- (i) Secretary in-charge of the Department . .Chairman of Personnel.
 - (ii) Joint/Deputy/Under Secretary (DP&AR) . . Member
 - (iii) Joint/Deputy/Under Secretary (Finance) . . Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government.

THE KARAİKAL KRISHI VIGYAN KENDRA SOCIETY

KRISHI VIGYAN KENDRA
(Union territory of Puducherry)*No.1/Estt./ICAR/KVK/2011-12 .**Karaikal, the 8th August 2011.*

NOTIFICATION

In exercise of the powers conferred by rule 11(2) (n) of the Rules and Regulations of the Karaikal Krishi Vigyan Kendra Society read with the ICAR revised Guidelines, 1st April 1997, January 1999, letter in F. No. 4-106/ZC/TOT/2003/1196-1262, dated 1st August 2003, letter F. No. 1-3(4)/ZC/TOT/2004, dated 29th September 2004 and 25th June 2005 and letter in F. No.1-3(4)/ZC/TOT/2005-06, dated 3rd June 2006 of ICAR Transfer of Technology Projects, Zone–VIII, Bangalore, save as respects, things done or omitted to be done before such supersession, the Governing Body of the Karaikal Krishi Vigyan Kendra Society, hereby makes the following rules regulating the method of recruitment to the post of Programme Assistant (Computer) in the Krishi Vigyan Kendra Society, namely:-

1. *Short title and commencement.*— (i) These rules may be called the Karaikal Krishi Vigyan Kendra Society, Programme Assistant (Computer) Recruitment Rules, 2011.

(ii) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and scale of pay.*— The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (14) of the said Schedule.

4. *Disqualification.*— No person—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post :

Provided that the Karaikal Krishi Vigyan Kendra Society, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Karaikal Krishi Vigyan Kendra Society, is of the opinion, that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservations, relaxation in upper age limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF PROGRAMME ASSISTANT (COMPUTER)

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| 1. Name of the post | : | Programme Assistant (Computer) |
| 2. Number of post | : | 1 (one) [2011] Subject to variation dependent on work-load. |
| 3. Classification | : | Group 'B' (Technical) |
| 4. Scale of pay | : | PB-3 ₹ 9,300-34,800 with Grade Pay ₹ 4,200 |
| 5. Whether selection post or non-selection post | : | Not applicable |
| 6. Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension Rules), 1972. | : | Nil |
| 7. Age limit for direct recruits | : | Between 18 and 32 years (Relaxable for SC/ST/OBC as per Government norms). |
- Note :* The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Subdivision of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep). In respect of posts, appointments to which are made through the Employment Exchanges, the crucial date for determining the age limit shall, in each case, is the last date up to which the Employment Exchanges are asked to submit the names.
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| 8. Educational and other qualifications required for direct recruits. | : | <p>Essential qualification:
B.Sc. (Computer Application) / Bachelor in Computer Application / Postgraduate Diploma in Computer Application.</p> <p>Desirable qualification:
Two years experience in handling agri-based data on computer / preparation of report.</p> |
| 9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion/absorption/deputation. | : | Does not arise |
| 10. Period of probation, if any | : | Two years |
| 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods. | : | By absorption/deputation failing which direct recruitment |

12. In case of recruitment by absorption /deputation/ transfer, grades from which absorption/deputation is to be made. : **Absorption:**
Persons already working in KVKs with the required qualifications as per column (8).
Deputation:
Holding analogous posts in ICAR/KVKs/ Government of India Institutions etc. / Government of Puducherry.
13. If a Recruitment Committee/Departmental Promotion : (1) Chairman, KVK Society . . Chairman
Committee exists, what is its composition? (2) Director of Agriculture . . Member
(3) Zonal Project Director, TOT Projects(ICAR). . Member
(4) Programme Co-ordinator, KVK Society . . Member-Secretary.
14. Circumstances in which Union Public Service : Does not arise
Commission is to be consulted in making recruitment.

(By order)

N. RAJENDRAN,
Programme Co-ordinator.